



## **Statewide Job Candidate Referral System**

Executive Order Four mandates that the Diversity Council develop a state-government referral system, whereby candidates who interview with one agency and are not hired, but may be a good candidate for another agency, are referred to that agency for consideration.

This referral program will be administered as one element of the DAS statewide recruitment initiative, which emphasizes an enterprise-wide approach to recruitment through branding and interagency collaboration in order to achieve and maintain a well-qualified and diverse workforce.

### **Program Administration**

This program allows sharing of job candidates between agencies based on a favorable review of the job candidate by an agency who screened and interviewed the candidate but did not hire the candidate. This will provide the Executive Branch an additional recruitment method and resource for the placement of promising talent. The DAS Statewide Recruitment Coordinator will facilitate the program in the following manner:

- Provide the agencies with a form to identify good potential candidates.
- Coordinate communications with the candidate.
- Assure that the referral candidate is fully informed of the intent and limitations of the program.
- Facilitate the referral process by consulting with both the referring agency and the agencies to receive the referral.
- Remove candidates from the program after a successful hire, after the candidate has found employment elsewhere, or after one year.

### **Referral Process and Procedure**

#### **The referring agency will:**

- Identify potential candidates for referral at the completion of the hiring process, after a final selection has been made and the vacancy has been filled.

- Fill out the assessment form and forward it to the DAS Recruitment Coordinator.

**The Recruitment Coordinator will:**

- Assess the information from the referring agency to determine job classes and agencies that may be a good fit for the candidate; review all applications he or she may have previously submitted; and look for agencies and job categories that the candidate may not have already considered in his or her job search.
- Contact the candidate to conduct a brief phone interview to establish contact, affirm areas of interest, and identify current or upcoming possible vacancies.
- Affirm each vacancy of interest with the candidate and document when the candidate has expressed interest in becoming an applicant for a given vacancy. After that, the candidate will be tracked through the BrassRing system.
- Maintain a referral tracking file, consisting of the original form from the referring agency, contacts and communications with the candidate, courtesy communications, and final disposition. Candidates will remain in the referral program for up to one year.
- Review the referrals each fiscal year and provide an annual summary and analysis to the DAS Director.

Please make this part of your standard hiring practices. We need to identify good job candidates and look for opportunities to bring them in to state government. This is one part of our overall human-resource strategy.

Attached is the Candidate Referral Form. Please contact Robin Jenkins, Statewide Recruitment Coordinator, for assistance. She may be reached at 515-725-2095 or [Robin.Jenkins@iowa.gov](mailto:Robin.Jenkins@iowa.gov).